

Vital Materials Checklist

YES NO

1. Has a Vital Materials Deposit Schedule been prepared for your office?
2. Is this schedule current?
3. Has your office prepared and deposited in Vital Materials Repository a copy of its emergency wartime mission?
4. Are all materials necessary to carry out your wartime mission on deposit in the Repository?
5. Is this emergency wartime mission current in reflecting any changes resulting from recent operation alert exercises?
6. Have you reviewed critiques of Operation Alert exercises?
7. Have you taken appropriate action to correct any deficiencies that were noted in these critiques?
8. Do you have on file in the Vital Materials Repository a list of key personnel of your Office and the line of succession?
9. Have you reviewed your latest inventory of materials your office has on deposit in the Repository?
10. Did this list indicate that your materials on file in the Repository were current?
11. Have obsolete materials been withdrawn?
12. Are the records on deposit adequately arranged and indexed to afford ready accessibility during an emergency period?
13. Are procedures on file in the Repository for all tab machine operations that may be required during a period of emergency?
14. Are the relocation facilities adequate to handle emergency tab machine and reproduction requirements of your office?